

PLEASE READ CAREFULLY BEFORE CONTACTING THE JURY OFFICE.

You have been summoned for jury service in the United States District Court. The courthouse is located at 1 Courthouse Way, Boston, MA on Fan Pier in the Seaport District. Please find directions to the courthouse on the reverse side of the Summons for Jury Service. Please visit our web site at: www.mad.uscourts.gov

- 1) **Questionnaire:** Please complete the red and white Juror Qualification Questionnaire and return it to this office within 10 days using the enclosed postage-paid envelope. *You are still obligated to return the questionnaire regardless of a request for disqualification, deferral or to be excused from jury service.* The Jury Office enters all questionnaire information into our database and is severely limited in their ability to assist you without your updated information.
- 2) **Automated Phone System:** *Please do not call the automated phone system if you have not yet returned your questionnaire to this office.* The Court uses an automated phone system to notify jurors of reporting instructions AND to notify jurors of the outcome of requests to be disqualified, deferred or excused. Your information is updated in our phone system ten business days prior to your summons date. **To receive information regarding requests to be disqualified, deferred or excused, you need to call 1-800-882-1249 between the hours of 9AM and 4PM approximately ten business days prior to your summons date.** The automated system will ask you to enter in your *nine digit participant* number located just above your name/address on your summons for jury service. Do not discard your Summons for Jury Service under any circumstances.
- 3) **Hardship Request:** If petit jury service will result in undue hardship you may request to be excused or deferred. Provide a detailed letter stating the reason(s) for your request and *return it with the qualification questionnaire* using the postage-paid envelope immediately. You are still obligated to call the court automated phone system for inquiries regarding your status as a prospective juror. Requests to be excused for medical reasons ***must be*** accompanied with a letter from your physician specifying the condition that prohibits you from serving. The letter should include the date you were summoned and your nine digit participant number. Transportation hardships are not accepted.
- 4) **Prior Jury Service:** You may not be excused from federal jury service unless: you served state jury service within the past three years on a trial for 5 days or more and have a certificate of service; or, you reported for federal jury service within the last three years .
- 5) **On Call Status & Reporting Information:** As a prospective juror, you should expect to remain ON CALL for a period up to 15 business days starting on your summons date. This *does not* mean that you appear for all 15 business days. It does mean you are obligated to call the jury automated phone system each Friday after 5PM for reporting instructions. You are required to appear only as needed, *normally for one day of jury selection on the first business day of the week.* You may be required to appear for a second day of jury selection. You are compensated at a rate of \$40.00 per day and 36.5 cents per mile for travel expenses. The Court reimburses you for parking fees (with a receipt) and any toll charges incurred. All reimbursements are made by check and mailed to your address within seven days following your juror service. Therefore, please be aware that on the first day of your jury service, you will be required to pay transportation and parking expenses out of pocket.

WEATHER POLICY: If Boston Public Schools are delayed or cancelled, jury service will be cancelled for that day. Please call 1-800-882-1249 for further instructions. Information will be posted as early as 5:45am, the day you are scheduled to report.